



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Planning & Quality Assurance Specialist II **NUMBER:** 14-03
JOB CODE: Q2000 **DATE:** March 28, 2014
SALARY RANGE: 74 (\$39,290.40- \$59,517.60) **PCQ#:** 8805091
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in Public Health Administration, Business Administration, or in a Human Services field as identified below. Registered Nurses qualify with a diploma or an Associate's Degree in nursing. Must have experience (24 months or more) in mental health programs. **Preference will be given to candidates with experience in quality improvement and/or in data compilation to include gathering and inputting data and compiling reports.**

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is highly responsible, professional work involving the collection, aggregation and simple presentation of data on performance improvement indicators/ measures reported and collected from mental illness facilities and MI certified community programs. Work involves data entry into large web-based and PC-based databases and extraction of data to be used for analysis and the preparation of performance improvement written reports. This position will design office/administrative systems to ensure that the various performance improvement (PI) related databases in Access, Excel and other formats remain current to allow ongoing data analysis by other PI staff members. Position involves contact with various mental health providers in regards to reporting requirements and data collection.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have extensive knowledge of data entry into PC and web- based databases. Must be able to extract data from various sources and documents. Must be proficient in the use of a personal computer and have the ability

to manipulate large databases in order to extract data reports and queries. This includes the ability, at a minimum, to enter data into Access, Excel and/or other comparable software and statistical programs. Ability to work with groups and accomplish tasks within timeframes established. This position requires a proven record of project completion and ability to work independently. Additionally, this position necessitates the ability to verbally present basic data and to prepare basic written descriptive reports of PI measures and indicators.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: April 25, 2014